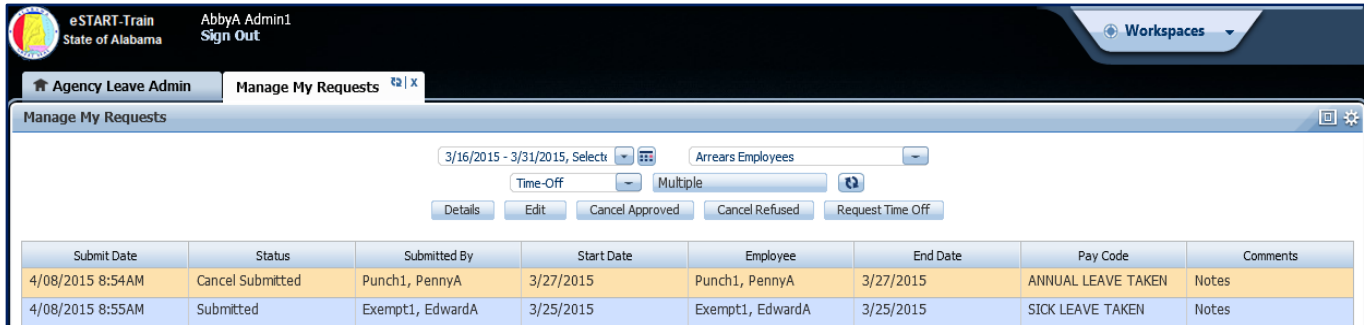


Pay Period Close and Sign Off – Arrears Employees

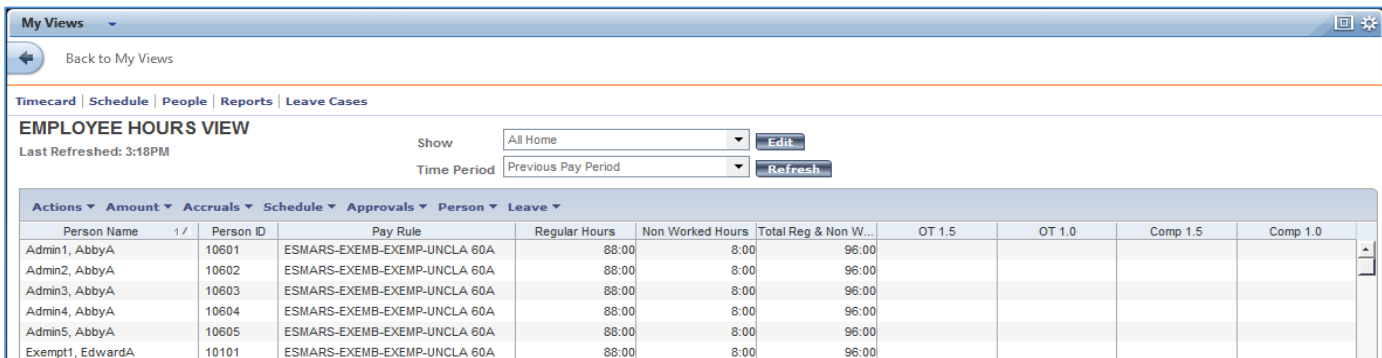
To retrieve shorter, more manageable employee listings, set up HyperFind queries by agency/division. Refer to the **HyperFind Query Setup** job aid on the eSTART Online Resources website for assistance. There is a **Sign-Off Preparation Checklist** job aid available on the site as well.

1. Begin by accessing the **Manage My Requests** widget to ensure that all time off requests have been appropriately acted upon. This widget is accessed from **Related Items > Manage My Requests**. Any requests in Submitted or Cancel Submitted status must be addressed.



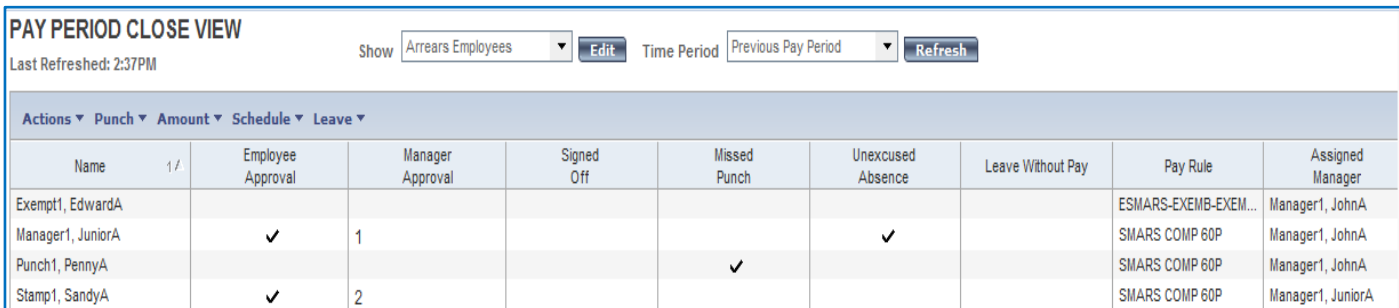
| Submit Date | Status | Submitted By | Start Date | Employee | End Date | Pay Code | Comments |
|------------------|------------------|------------------|------------|------------------|-----------|--------------------|----------|
| 4/08/2015 8:54AM | Cancel Submitted | Punch1, PennyA | 3/27/2015 | Punch1, PennyA | 3/27/2015 | ANNUAL LEAVE TAKEN | Notes |
| 4/08/2015 8:55AM | Submitted | Exempt1, EdwardA | 3/25/2015 | Exempt1, EdwardA | 3/25/2015 | SICK LEAVE TAKEN | Notes |

2. Next, select **My Genies > Employee Hours View**. This genie provides a view of employee regular hours, non-worked hours, total hours, overtime and comp hours. Review the information on this page for any possible issues with employee time and correct any missing or incorrect time as needed.



| Person Name | Person ID | Pay Rule | Regular Hours | Non Worked Hours | Total Reg & Non W... | OT 1.5 | OT 1.0 | Comp 1.5 | Comp 1.0 |
|------------------|-----------|------------------------------|---------------|------------------|----------------------|--------|--------|----------|----------|
| Admin1, AbbyA | 10601 | ESMARS-EXEMB-EXEMP-UNCLA 60A | 88.00 | 8.00 | 96.00 | | | | |
| Admin2, AbbyA | 10602 | ESMARS-EXEMB-EXEMP-UNCLA 60A | 88.00 | 8.00 | 96.00 | | | | |
| Admin3, AbbyA | 10603 | ESMARS-EXEMB-EXEMP-UNCLA 60A | 88.00 | 8.00 | 96.00 | | | | |
| Admin4, AbbyA | 10604 | ESMARS-EXEMB-EXEMP-UNCLA 60A | 88.00 | 8.00 | 96.00 | | | | |
| Admin5, AbbyA | 10605 | ESMARS-EXEMB-EXEMP-UNCLA 60A | 88.00 | 8.00 | 96.00 | | | | |
| Exempt1, EdwardA | 10101 | ESMARS-EXEMB-EXEMP-UNCLA 60A | 88.00 | 8.00 | 96.00 | | | | |

3. Once review is finished select **Back to My Views**.
4. Select **Pay Period Close View**.
5. Select **Arrears Employees** from the **Show** drop-down and **Previous Pay Period** from the **Time Period** drop-down.



| Name | Employee Approval | Manager Approval | Signed Off | Missed Punch | Unexcused Absence | Leave Without Pay | Pay Rule | Assigned Manager |
|-------------------|-------------------|------------------|------------|--------------|-------------------|-------------------|----------------------|-------------------|
| Exempt1, EdwardA | ✓ | 1 | | | ✓ | | ESMARS-EXEMB-EXEM... | Manager1, JohnA |
| Manager1, JuniorA | ✓ | 1 | | | | | SMARS COMP 60P | Manager1, JohnA |
| Punch1, PennyA | ✓ | 2 | | ✓ | | | SMARS COMP 60P | Manager1, JohnA |
| Stamp1, SandyA | ✓ | 2 | | | | | SMARS COMP 60P | Manager1, JuniorA |

Once all exceptions have been corrected, and all approvals obtained, the timecards are ready for sign off.

6. Select **Actions > Select All**. All employees in the list will be selected.
7. Select **Approvals > Sign Off** to approve all timecards.

- Once all timecards have been signed off, go to the **Related Items** pane and select **Group Edit Results**. This page is used to display the success or failure of the sign offs.

| Group Edit Results | | | | | | |
|------------------------------------|------------|--------|--------------|-----------|--|--|
| Back to Group Edit Results | | | | | | |
| GROUP EDIT RESULTS | | | | | | |
| Last Refreshed: 12/31/2013 10:00AM | | | | | | |
| Refresh | | | | | | |
| Group Edit | Date | Time | User Name | Status | Results | |
| Signed Off | 12/31/2013 | 9:59AM | AbbyA.Admin1 | COMPLETED | Success: 2 Failure: 2 Details Total: 4 | |

- In the **Results** column, the word “[Details](#)” is a link. If failures are present, select the link to open the **Group Edit Error Log**. A new section of the page displays with the Employee Name and a description of the failure. The manager or manager delegate must correct the timecards before Sign Off can be completed on these timecards.

Note: If a timecard has already been signed off due to resignation or transfer, this would cause a sign off failure, but would not require correction.

GROUP EDIT ERROR LOG

Last Refreshed: 12/31/2013 10:01AM

RefreshReturn

| Group Edit | Date | Time | User Name | Status | Results |
|------------|------------|--------|--------------|-----------|--------------------------------------|
| Signed Off | 12/31/2013 | 9:59AM | AbbyA.Admin1 | COMPLETED | Success: 2 Failure: 2 Total: 4 |

| Employee Name | Error Description |
|--------------------|---|
| Manager1, JuniorA | The timecard cannot be signed off because it contains one or more violations: Missing Punches |
| Manager10, JuniorA | The timecard cannot be signed off because it contains one or more violations: Missing Punches |

Row Number 2 of 2

- Once errors have been corrected, return to the **Related Items > Pay Period Close**, select employees and **Sign Off** again.

Note: Sort failed timecards to the top of this list by clicking on the **Sign Off** column header once.

- Return to **Related Items > Group Edit Results** to verify there are no remaining exceptions.

Note: An individual timecard sign off error will not display from **Group Edit Results**. It is used only for *group* edit errors. Sign off on an individual timecard may be verified from the **Sign-Offs, Requests and Approvals** tab.

Pay Period Close and Sign Off – Current Employees

Some agencies have employees who are paid “current” instead of “arrears”. These timecards must be signed off in the **Current Pay Period**.

PAY PERIOD CLOSE VIEW

Last Refreshed: 2:30PM

Show

Current Employees

Edit

Time Period

Current Pay Period

Refresh

Actions

Punch

Amount

Schedule

Leave

| Name | 1/ | Employee Approval | Manager Approval | Signed Off | Missed Punch | Unexcused Absence | Leave Without Pay | Pay Rule | Assigned Manager |
|------|----|-------------------|------------------|------------|--------------|-------------------|-------------------|----------|------------------|
|------|----|-------------------|------------------|------------|--------------|-------------------|-------------------|----------|------------------|

- From **Related Items > Pay Period Close**, select **Current Employees** from the **Show** drop down.
- Select **Current Pay Period** from the **Time Period** drop down. Employees in Current status display.
- Perform Sign Off using the method above. Verify the results from **Related Items > Group Edit Results**.